

December 31, 2002

Dear GSA Customer Agency:

The General Services Administration (GSA) is introducing a new option for all Transportation Service Providers (TSPs) as well as Federal customer agencies – e-mail notification to pertinent freight and/or household goods information contained on GSA's web site. This will be known as the Transportation Listserv. Now that the Transportation Listserv is up and running, this letter serves as official notice that all program notices/letters, Requests for Offers (RFOs) and any program changes will be distributed via the new Transportation Listserv. Please note that there will no longer be paper mailings. There is no additional charge for this service.

This office sent out test messages to the Listserv on Thursday, December 5, 2002 and Friday, December 6, 2002. If you received one or more of these messages, you are already subscribed as identified in the test message. If you did not receive these messages or would like to subscribe to additional e-mail lists, you will need to subscribe. If you received these messages, but do not wish to receive further information, you will need to unsubscribe. Instructions for subscribing and unsubscribing follow:

There are two methods to subscribing to the Transportation Listserv:

Method 1: You will be able to subscribe to the Listserv through our website: <http://www.kc.gsa.gov/fsstt/> under the section "What's New?" Please scroll to December 18, 2002 and follow the screen prompts.

Method 2:

- Address an e-mail message to: Listserv@listserv.gsa.gov
- Identify the list you would like to be placed on by typing the following text (identified in **bold**) in the body of the message EXACTLY how it appears below:

For Freight Customer Agencies:

- **subscribe gsa-transportation first name last name**
set gsa-transportation topics: frtagency:

Example: subscribe gsa-transportation Ann Anderson
set gsa-transportation topics: frtagency:

For Freight TSPs in GSA's Freight Management Program:

- **subscribe gsa-transportation first name last name**
set gsa-transportation topics: frtindustry:

Example: subscribe gsa-transportation Tom Thompson
set gsa-transportation topics: frtindustry:

For Household Goods Customer Agencies:

- **subscribe gsa-transportation first name last name**
set gsa-transportation topics: hhagency:

Example: subscribe gsa-transportation Ann Anderson
set gsa-transportation topics: hhagency:

For Household Goods TSPs in GSA's CHAMP Program:

- **subscribe gsa-transportation first name last name**
set gsa-transportation topics: hhindustry:

Example: subscribe gsa-transportation Tom Thompson
set gsa-transportation topics: hhindustry:

To subscribe to all lists in GSA's CHAMP Program:

- **subscribe gsa-transportation first name last name**
set gsa-transportation topics: hhindustry,
hhagency,frtindustry,frtagency:

Example: subscribe gsa-transportation John Johnson
set gsa-transportation topics:
hhindustry,hhagency,frtindustry,frtagency:

If you would like to remove yourself from the subscription list, please send an e-mail message to: Listserv@listserv.gsa.gov & type "**unsubscribe gsa-transportation topic: *frtagency:**" in the body of the message. (*this may be hhagency:, frtindustry:, or hhindustry:) DO NOT INCLUDE THE ASTERISK (*) OR QUOTES (") in your message.

Example: unsubscribe gsa-transportation topics: hhindustry:

Example: unsubscribe gsa-transportation topics: frtindustry,frtagency:

Example: unsubscribe gsa-transportation

You cannot unsubscribe via the December 18, 2002 What's New posting. To unsubscribe, you must use the instructions above.

Another method of obtaining relevant transportation information, especially for TSPs, is Federal Business Opportunities (FedBizOpps). FedBizOpps is the

single Government point of entry for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal – FedBizOpps – commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

To subscribe to FedBizOpps, do the following:

1. Access the website: www.fedbizopps.gov
2. Under “Related Links”, click on “Vendor Notification Service”.
3. To receive GSA Notices, select option #2:
Register to receive all notices from selected organizations and product service classifications.
4. List e-mail address
5. Select procurement classification code:
V – Transportation, travel & relocation services
6. Select set aside type: N/A
7. Select agency: General Services Administration
8. Click on subscribe to mailing list.

Please note that not all information posted to the Transportation Listserv and What’s New will be available via FedBizOpps. Users of FedBizOpps may add new subscriptions or unsubscribe from all subscriptions at any time. To remove one or more subscriptions, first unsubscribe from all subscriptions, and then re-subscribe the subscriptions you want to keep.

Should you have any further questions, please contact this office at (816) 823-3646 or FAX 816-823-3656. You may also e-mail the office at our mailbox: reg6.transportation@gsa.gov.

Sincerely,

Ed Hodges
Director, Property and Traffic Management Division (6FBD)